	(TRAVEL							1. Al	JTHORI	ZATION	NO.		
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			TO:													
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			TO:													
YES	NO	ANNU	JAL LEAVE O	MAKING ANY R USING A DIF e: any deviation	FERENT M	IODE	OF TRAN	SPORTA	TION FOR I	PERSO	NAL C	ONVENIE	NCE? (If '	'Yes", explair	in Ite	em 22,
		15. IF AIF CARE	R TRANSPOR	TATION IS THE SED BETWEEN	AUTHOR	IZED RARY	MODE OI POINTS	TRAVE	L BETWEEN O", justify ii	I ITINE	RARY 22)	POINTS,	IS THE LO	WEST PRICE	р со	NTRACT
		16. IS EX	TRA FARE AI	IR (first class, b	usiness cla	ass, e	etc.) OR R	AIL (Metr	oclub, pulln	nan, et	tc.) AU	THORIZE	O? (If "YE	S", justify in	ltem .	22.)
		and USI	<i>complete Itel</i> OF POV IS A GEOUS TO TH	ADVAN-	USE HAS	OF BE	POV IS I	NOT AD\ ERMINED	/ANTAGEO	US TO	O THE	GOVERN RSONAL	MENT. L	ENCE AND	RATE AUTI	Horized Per
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a.GC CHA CAR	RGE D	b.GOV' CHARG CARD DECLIN	E c	:.INFREQUENT RAVELER	ANOTE: If a a.INDI GOVE CHAR	VIDU/ RNME	AL b	<i>checked a</i> BLANKET OVERNME HARGE CA	NT T	.GOVEF	b or c, RNMEN PORTA- QUEST	T d	Item 22) OTHER explain in em 22)	OBLI- GATED	B. D	ATE
HOL 22. REMA		■ DECLIN		NAVELEN	CHAR	IGE CA	- TID	HANGE CA		IOIV IIL	QUEST			ST. COST T	O GC	VERNMENT
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,	A SF 1012	, TRAVEL \		PORTANT: JST BE SUBMIT										OF COMPLET	ION ()F TRIP
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ACCOUNT CLASS.																
27A. NAN	ME AND TI	TLE OF AU	Thorizing C	PFICIAL			27B. SI	GNATURI	E (PRESS FI	RMLY	, USE	BALL POII	VT PEN)	27C. D	ATE	

AUTHORIZATION NO. OFFICIAL TDY TRAVEL AUTHORIZATION PLACE ACT NO. LABEL (Note: See Privacy Act Statement on reverse) **HERE** 2. TRAVELER (first name, middle initial, last name) 3. TITLE 4. SOCIAL SECURITY NO. 5. ADDRESS TO WHICH REIMBURSEMENT CHECK 6A. OFFICE/SERVICE AND DIVISION 6B. CORR. SYMBOL WILL BE MAILED: 7. OFFICIAL DUTY STATION 8. OFFICE PHONE NO. 9. TYPE 10. CATEGORY SINGLE TRIP LOA (COST NO COST) ORIGINAL **AMENDMENT** 11. TRAVEL PURPOSE (Check one) **TRAINING** SPEECH OR CONFERENCE OTHER INFORMATION **SPECIAL** SITE VISIT **ATTENDANCE** PRESENTATION **ATTENDANCE** ENTITLEMENT MISSION (Specify) MEETING 12. SPECIFIC TRAVEL PURPOSE 13. AUTHORIZED OFFICIAL ITINERARY NOTE: DO NOT include any personal sidetrips or modes of transportation that are for personal convenience and/or preference. PER DIEM RATE ITINERARY POINT WEEK-ACTUAL MODE OF TRANS. MODE OF LOCAL TRANSPORTATION DATE DAY (c) MAXIMUM EXPENSE **BETWEEN** M&IE TOTAL ITINERARY POINTS MAXIMUM RATE LODGING CITY STATE (b) (a) (h) (i) (g) (d) (e) (f) FROM: TO: TO: TO: NO YES 14. IS THE EMPLOYEE MAKING ANY DEVIATIONS FROM THE AUTHORIZED ITINERARY FOR PERSONAL CONVENIENCE, TAKING ANY ANNUAL LEAVE OR USING A DIFFERENT MODE OF TRANSPORTATION FOR PERSONAL CONVENIENCE? (If "Yes", explain in Item 22, "REMARKS") (Note: any deviations from the authorized itinerary requires a comparative cost statement on the SF 1012, Travel Voucher.) 15. IF AIR TRANSPORTATION IS THE AUTHORIZED MODE OF TRAVEL BETWEEN ITINERARY POINTS, IS THE LOWEST PRICED CONTRACT CARRIER BEING USED BETWEEN ALL ITINERARY POINTS? (If "NO", justify in Item 22) 16. IS EXTRA FARE AIR (first class, business class, etc.) OR RAIL (Metroclub, pullman, etc.) AUTHORIZED? (If "YES", justify in Item 22.) 17A. WILL POV BE USED FOR ANY TRAVEL BETWEEN ITINERARY POINTS? (If "YES", check one box below 7B. MILEAGE RATE and complete Item 17B) USE OF POV AUTHORIZED PER USE OF POV IS NOT ADVANTAGEOUS TO THE GOVERNMENT. USE OF POV IS ADVAN HAS BEEN DETERMINED TO BE FOR PERSONAL CONVENIENCE A REIMBURSEMENT LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER. AND MILE TAGEOUS TO THE GOVERN-MENT 18A. IS ACTUAL EXPENSE UNUSUAL CIRCUMSTANCES AUTHORIZED? (If "YES", justify in Item 22) IF ACTUAL EXPENSE IS AUTHORIZED, THE FOLOWING APPLY: (1) EXPENSES MUST BE ITEMIZED EACH DAY. (2) RECEIPTS ARE REQUIRED FOR LODGING AND EACH MEAL OVER \$25.00 (3) REIMBURSEMENT FOR MEALS AND MISCELLANEOUS SUBSISTENCE EXPENSE MAY NOT EXCEED 150% OF THE AMOUNT IN ITEM 21. FUNDS A. INITIALS 19. TRAVELER IS (Check one) 20. METHOD OF OBTAINING COMMON CARRIER TICKETS (Check one) (NOTE: If Item 19a was checked and you check 20b or c, explain in Item 22) OBLIa.GOV'T b.GOV'T GATED a.INDIVIDUAL b.BLANKET c.GOVERNMENT CHARGE CHARGE d. OTHER B DATE GOVERNMENT c.INFREQUENT GOVERNMENT TRANSPORTA-CARD (explain in CHARGE CARD HOLDER DECLINE **TRAVELER** CHARGE CARD TION REQUEST 23. EST. COST TO GOVERNMENT 22. REMARKS A. TOTAL COMMON CARRIER COST B. TOTAL PER DIEM AND OTHER TOTAL **ESTIMATED** COST Ś 24. TRAVEL ADVANCE WILL BE OBTAINED BY (Check one) 25. ADVANCE SF 1038, ADVANCE OF FUNDS APPLICATION AND ACCOUNT **AUTHORIZED** GOVERNMENT ISSUED CHARGE CARD ACTION CODE ADJUSTMENT VENDOR NUMBER EDERAL/NON-G/L DEBIT FINANCE USE ONLY CODE FEDERAL **BUDGET OBJECT** COS PROJECT/ COST CENTER WORK COST CENTER **FUND** ORGANIZATION **FUNCTION** ACTIVITY CLASS **ELEMENT PROSPECTUS** ITEM 26. NEAR ACCOUNT CLASS. 27A. NAME AND TITLE OF AUTHORIZING OFFICIAL 27B. SIGNATURE *(PRESS FIRMLY, USE BALL POINT PEN)*

	(TRAVEL							1. AL	JTHORIZ	ZATION N	Ο.				
2. TRAVE	LER (first r	name, midd	le initial, last n	ame)	3.	. TITI	LE			<u>L</u>				4. SOCIAI	SEC	URITY N	10.	
	SS TO WHE MAILED:		BURSEMENT (CHECK					ND DIVISION	N		DOR PERSONAL CONVENIENCE, TAKING ANY ALL CONVENIENCE? (If "Yes", explain in Item 22.) AUTHORIZED? (If "YES", justify in Item 22.) BECOST OF COMMON CARRIER. AUTHORIZED (ITEM 22.) AUTHORIZED (ITEM 22.) AUTHORIZED (ITEM 22.) BECOST OF COMMON CARRIER. AUTHORIZED (ITEM 22.) AUTHORIZED (ITEM 22.) B. DATE B. DATE COST OF COMMON CARRIER (ITEM 22.) CARRIER COST (ITEM 22.) B. TOTAL COMMON CARRIER (ITEM 22.) CARRIER COST (ITEM 22.) B. TOTAL COMMON CARRIER (ITEM 22.) CARRIER COST (ITEM 22.) B. TOTAL COMMON CARRIER (ITEM 22.) CARRIER COST (ITEM 22.) B. TOTAL COMMON CARRIER (ITEM 22.) CARRIER COST (ITEM 22.) B. TOTAL COMMON CARRIER (ITEM 22.) CARRIER COST (ITEM 22.) B. TOTAL COMMON CARRIER (ITEM 22.) CARRIER COST (ITEM 22.) B. TOTAL COMMON CARRIER (ITEM 22.) CARRIER COST (ITEM 22.) COST (ITEM 22.						
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					13. AUTH	HOR	IZED OF	FICIA	L ITINER.	ARY								
N	NOTE: D	O NOT i	nclude any									sonal co	nvenienc	e and/or p	refe	rence.		
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		15. IF AII CARI	R TRANSPORT	TATION IS THE SED BETWEEN A	AUTHORIZ	ZED N ARY	NODE OF T	RAVEL (If "NO	BETWEEN I	ITINEF	RARY 2 <i>2)</i>	POINTS, I	S THE LOW	EST PRICE	о со	NTRACT	-	
		16. IS EX	TRA FARE AI	R (first class, bu	ısiness clas	ss, etc	c.) OR RAIL	. (Metro	club, pullma	an, etc	:.) AU	THORIZED)? (If "YES	", justify in	ltem .	22.)		
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_			E OBTRAINED HARGE CARD	BY (Check one	•	ADV	ANCE OF F	UNDS /	APPLICATIO	ON AN	D AC	COUNT			\$			
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00 NEAD	FUND	ORG	ANIZATION	BUDGET ACTIVITY	OBJEC [*] CLASS		FUNCTIO)N	COST ELEMENT							COST C	CENTER 3	
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	(/			TRAVEL							1. AL	JTHORIZ	ZATION	NO.					
2. TRAVEL	ER (first n	ame, middle	e initial, last n	ame)		3. TI	ITLE							4. 9	SOCIAL S	SECURIT	Y NO.		
	SS TO WH	ICH REIMB	URSEMENT (CHECK		6A.	OFFICE/SE	RVICE A	ND DIVISIO	N			6B. CORR. SYMBOL						
						7. 0	FFICIAL DI	JTY STA	TION					8. 0	OFFICE F	PHONE N	0.		
						9. T	YPE ORIGINA	L [AMENDM			ATEGORY SINGLE TRIP	LOA	 ([cosī	. 🔲 r	IO COST)		
11. TRAVE SITE V 12. SPECIF	VISIT	INFORMAT MEETING	TION TA	RAINING ATTENDANCE	SPEE(PRESE			CONFEF ATTENE		ENT	ITLEM	ENT	SPECIAL MISSION		OTHER (Specify)			
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DA	TE	DAY		(c		ı		M&IE RATE	MAXIMUN			EXPENSE RATE		TWEE	N		OF LOCAL ORTATION		
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YES	NO	ANNU	IAL LEAVE OI	MAKING ANY R USING A DIF e: any deviation	FERENT N	MODE	OF TRAN	SPORTA	TION FOR P	PERSO	NAL C	ONVENIE	NCE? (If	"Yes",	explain i	n Item 2	 2, <i>j</i>		
		15. IF AIR CARR	TRANSPORTIER BEING US	TATION IS THI SED BETWEEN	AUTHOI ALL ITINE	RIZED ERAR	MODE OF	TRAVEI	BETWEEN O", justify in	ITINEI Item	RARY (22)	POINTS, I	S THE LO	WEST	PRICED	CONTRA	CT		
		16. IS EX	TRA FARE AI	R (first class, b	ousiness c	lass, e	etc.) OR RA	AIL (Metr	oclub, pullm	an, et	c.) AU	THORIZED	O? (If "YE	S", jus	stify in It	em 22.)			
		and USE	complete Iter OF POV IS A GEOUS TO TH	ADVAN-	USI HA:	E OF S BI	POV IS N	IOT AD\ ERMINED	INTS? (If " 'ANTAGEOU) TO BE TO CONSTI	JS TC FOF	THE	GOVERN	MENT. U	IENCE	POV A AND M	7B. MILE ATE UTHORI IILE			
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19. TRAVE		heck one)			20. METH	IOD C	F OBTAIN	ING CON	MON CAR	RIER T	ICKET	S (Check	one)	21. F	UNDS A	OUNT IN A. INITIAI			
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22. REMAI													23. E	ST. C	OST TO	GOVE	RNMENT		
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			OBTRAINED	BY (Check or	1	8, AD	VANCE OF	FUNDS	APPLICATION	AA AC	ID AC	COUNT	25. AD\		: -				
	SF 1012,	TRAVEL V		PORTANT: JST BE SUBMI										OF CO		N OF TE	ilP		
OG NEAD	FUND	ORG <i>A</i>	ANIZATION	BUDGET ACTIVITY	OBJI CLA		FUNCT	ION	COST ELEMENT		PROJEC OSPEC		OST CEN	TER	WORK ITEM	COS	T CENTER B		
26. NEAR ACCOUNT CLASS.						- -				1			- •						
27A. NAM	E AND TIT	LE OF AU	THORIZING O	FFICIAL			27B. SIC	SNATURI	(PRESS Fli	RMLY,	. USE I	BALL POIN	NT PEN)	2	7C. DA	E			

	(/			TRAVEL	_	_	_				1	. AU	THORIZ	ATION N	О.		
2. TRAVE	LER (first na	ame, middl	e initial, last n	ame)		3. TIT	ΓLE								4. SOCIAL	SEC	URITY NO.
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		16. IS EX	TRA FARE All	R (first class, be	usiness cla	ass, et	tc.) OR R	AIL (Meti	roclu	ıb, pullmai	n, etc.) AUT	HORIZED	? (If "YES"	', justify in	ltem .	22.)
		USE TAC	complete Iter OF POV IS A GEOUS TO TH	ADVAN- HE GOVERN-	USE HAS	OF I	POV IS N EN DET	NOT AD	VAN ⁻ D T	TAGEOUS	S TO FOR	THE (GOVERNI SONAL		E OF POV	RATE AUTI	MILEAGE HORIZED PER
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19. TRAV	ELER IS <i>(Cl</i>	(3)			LS AND I	MISCE OD OF	LLANEOU F OBTAIN	JS SUBS	ISTE MMC	NCE EXP	IER TIC	CKETS	(Check o	ne) 2	1. FUNDS		
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26. NEAR ACCOUNT CLASS.					354						7.10						
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	(1	-		TRAVEL	_	_						1. AL	ITHORIZ	ZATION I	NO.		
2. TRAVE	ER (first na	ame, middl	e initial, last n	ame)		3. TI	TLE								4. SOC	IAL SE	CURITY NO.
	SS TO WH	ICH REIMB	URSEMENT C		6A. 0	OFFICE/SE	RVICE	ANE	DIVISION	1				6B. CC	RR. SY	MBOL	
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44 TDAY		NE (O)					ORIGINA	\L]	AMENDME	ENT		SINGLE TRIP	LOA	(COST	NO COST)
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N	OTE: DO	O NOT ir	nclude any	personal side						ITINERA on that a		r per	sonal co	nvenien	ce and/	or pref	erence.
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			FROM:														
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YES	NO	ANNU	JAL LEAVE OF	MAKING ANY R USING A DIFI e: any deviation	FERENT N	/IODE	OF TRAN	SPORTA	ATIC	ON FOR PE	RSON	IAL C	ONVENIE	NCE? (If "	Yes", exp	lain in I	tem 22,
		15. IF AIF CARE	R TRANSPORT	TATION IS THE SED BETWEEN	AUTHOR ALL ITINE	RIZED	MODE OI POINTS	TRAVE? (/f "/\	EL B	BETWEEN I	TINER Item 2	22)	POINTS, I	S THE LOV	WEST PR	CED C	ONTRACT
		16. IS EX	TRA FARE AI	R (first class, be	usiness cl	ass, e	tc.) OR R	AIL (Met	troc	lub, pullma	n, etc	.) AU	THORIZED	O? (If "YES	S", justify	in Item	22.)
		and USE	complete Iter OF POV IS A GEOUS TO TH	ADVAN- HE GOVERN-	USE HAS	E OF S BE	POV IS I	NOT AD	VA D		S TO FOR	THE PER	GOVERN SONAL	MENT. U CONVENII	ENCE A	TAN TUA	THORIZED PER
		18A. IS A IF A (1)	ACTUAL EXPE ACTUAL EXPE EXPENSES M	NSE UNUSUAL NSE IS AUTHO IUST BE ITEMIZ	CIRCUM ORIZED, T ZED EACH	ISTAN HE FO H DAY	ICES AUT DLOWING '.	HORIZE APPLY:	D?	(If "YES",	justif						
19. TRAV	ELER IS <i>(Cf</i>	(3)			LS AND I	MISCE OD O	ELLANEOU F OBTAIN	JS SUBS	SIST	TENCE EXP	ENSE IER TI	CKET	S (Check	one)	21. FUNI		
a.GC CHA CARI	RGE D	b.GOV' CHARG CARD	E 🗖 c.	.INFREQUENT	a. INI GOV	DIVIDU ERNMI	JAL b ENT G	BLANKE OVERNM	ET IENT	TRA	k <i>20b</i> IOVERN ANSPO IN REQ	NMENT ORTA-	d.	OTHER explain in	OBLI- GATED	В. Г	DATE
22. REMA		DECLIN		RAVELER	CHAI	RGE C	ARD L	HARGE C	CARL)110	IN REQ	UEST		23. ES	ST. COS	T TO G	OVERNMENT
															COMMON ER COST	\$	
														B. TOTAL	PER AND OTHE		
														C. TOTA	L 1ATED	, y	
			OBTRAINED	BY (Check one		3, AD\	VANCE O	F FUNDS	S AI	PPLICATIO	N ANI	D ACC	COUNT	25. ADV		s s	
	SF 1012.	TRAVEL \		PORTANT:											F COMPI	ETION	OF TRIP
26. NEAR	FUND	, TRAVEL VOUCHER MUST BE SUBMI ORGANIZATION BUDGET ACTIVITY		BUDGET	OBJE CLA	СТ	FUNC	-		COST LEMENT	PF	ROJEC	CT/ C	OST CENT A	ER W	ORK EM	COST CENTER B
ACCOUNT CLASS.																	
27A. NAM	IE AND TIT	LE OF AU	THORIZING O	FFICIAL	ı		27B. SI	GNATUF	RE (PRESS FIR	MLY,	USE E	BALL POIN	VT PEN)	27C	DATE	1